

SUSTAINABILITY RESOLUTION 2022-01

A RESOLUTION OF THE SUSTAINABILITY ADVISORY COMMITTEE OF THE CITY OF TARPON SPRINGS, FLORIDA, ADOPTING RULES OF PROCEDURE FOR THE MEETINGS AND INCIDENTAL MATTERS OF THE SUSTAINABILITY COMMITTEE.

WHEREAS, the City of Tarpon Springs' Sustainability Advisory Committee was established through Resolution No. 2019-15 by the City of Tarpon Springs Board of Commissioners; and,

WHEREAS, the powers and duties of the Sustainability Advisory Committee are set forth in Resolution No. 2019-15 of the Board of Commissioners; and,

WHEREAS, the Sustainability Advisory Committee is able to establish Rules of Procedure through the establishment of a Sustainability Advisory Committee Resolution passed by a majority vote of the full membership of the Committee; and,

WHEREAS, Resolution No. 2019-15 has a provision for following Robert's Rules of Order, newly revised, as the Committee's procedural rules in the absence of the adoption of alternative procedures, and the Committee has not adopted Rules of Procedure since its establishment on May 28, 2019; and,

WHEREAS, City staff has recommended the establishment of Rules of Procedure to be followed in addition to Robert's Rules of Order to provide specific guidance for the conduct of meetings regarding the meeting agenda, the cancellation and rescheduling of meetings, and Sustainability Advisory Committee member resignations; and,

WHEREAS, establishing Rules of Procedure will ensure discussion items are properly noticed in accordance with the Sunshine Law, and allow for more opportunities for public participation.

NOW, THEREFORE, BE IT RESOLVED BY THE SUSTAINABILITY ADVISORY COMMITTEE FOR THE CITY OF TARPON SPRINGS, FLORIDA, THAT ITS RULES OF PROCEDURE ARE ADOPTED AS FOLLOWS:

In addition to the requirements of Board of Commissioners Resolution No. 2019-15, all meetings and incidental matters of the Sustainability Advisory Committee shall be governed by the following rules except as otherwise required by law.

Rule 1. Meeting Agenda

Rule 1.1 It is the duty of the Sustainability Advisory Committee ("Committee") Chairperson to set the meeting agenda. The Chairperson will meet with City staff to finalize the meeting agenda two weeks prior to the Committee meeting. Committee members must make suggestions for the meeting agenda during the Items for the Next Agenda portion of the prior meeting. The deadline

for necessary information to be included in the Committee meeting backup is 12:00 p.m. on the Friday preceding the Thursday meeting.

Rule 1.2 If a Committee member would like to discuss a topic during a Sustainability Advisory Committee meeting that is not on the meeting agenda, they must request to add the topic for discussion at the next available meeting. They may do this during the Items for the Next Agenda portion of the meeting.

Rule 1.3 Items for discussion are not to take place during the Committee Comments or Staff Comments. The Staff and Committee Comments portion of the meeting is for providing announcements and information.

Rule 1.4 Estimated time duration in minutes should be added for agenda items whenever possible to approximate the amount of time needed for discussion and help the meeting to run efficiently.

Rule 1.5 The Public Comments portion of the Sustainability Advisory Committee meeting will take place at the beginning of the meeting, after the meeting has been called to order and roll call and approval of minutes have taken place, prior to the discussion of any agenda items. During this time, general public comments are invited which do not relate to specific agenda items. Public comments will be allowed throughout the meeting, after the discussion of each agenda item and prior to a vote or consensus by the Committee. Each member of the public may speak for a total of 4 minutes during the Public Comments segments of the meeting. It is the role of the Chairperson to time public comments.

Rule 1.6 The order of the agenda shall be as follows:

1. Call to order by Chairperson
2. Roll call by City staff
3. Approval of minutes
4. Public Comment
5. Old business
6. New business
7. Items for the next agenda
8. Staff Comments
9. Committee Comments

Rule 2. Meetings

Rule 2.1 Rescheduling and Cancellation of Meetings. Sustainability Advisory Committee meetings are set to meet once per month at a specific time and location, unless otherwise approved by the City Manager. Meetings shall be held on the third Thursday of each month from 6 p.m.- 8 p.m. in the City of Tarpon Springs City Hall Media Conference Room, unless the location is otherwise changed by the City Manager. Changes to the meeting room or meeting time will be communicated to the Committee and to the public in an acceptable form of public notice.

Rule 2.2 Discussion among Committee members must remain respectful. It is the role of the Chairperson and the responsibility of members to guide and maintain constructive conversation among the Committee and with staff to facilitate effective discussion and clear direction.

Rule 3. Resignations

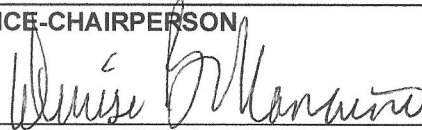
Rule 3.1 Resignation from the Committee. If a Sustainability Advisory Committee member chooses to resign from their position on the Committee, the Committee member must notify the Office of the City Clerk & Collector in writing.

PASSED and ADOPTED this 20th day of October, 2022 .



DORY LARSEN, CHAIRPERSON

VICE-CHAIRPERSON



DENISE MANNINO, MEMBER

TAYLOR MANDALOU, MEMBER



KAREN GALLAGHER, MEMBER



ROBIN SAENGER, ALTERNATE 1

DR. CAROL MICKETT, ALTERNATE 2

MOTION BY: Karen Gallagher

SECOND BY: Robin Saenger

VOTE ON MOTION

DR. CAROL MICKETT _____

ROBIN SAENGER yes _____

KAREN GALLAGHER yes _____

TAYLOR MANDALOU _____

DENISE MANNINO yes _____

VICE-CHAIRPERSON _____

DORY LARSEN yes _____



ROBIN RIVES
SUSTAINABILITY COORDINATOR